



**Town of Camden**  
**Minutes of the Select Board Meeting**  
**February 7, 2012**  
**7:00pm**

**PRESENT:** Chairperson Martin Cates, Vice Chairperson Morgan Laidlaw, John French, Jr., James Heard, Donald White, and Town Manager Finnigan. Also present were members of the press and public.

**1. Call to Order**

**2. Citizen Comments**

- a. Geoff Scott, Chair of the Pathways Committee, informed the Board that he would be working with the Town Manager to request a reserve fund for capital improvements to infrastructure consistent with the Pathways Master Plan.
- b. Jeff Kuller, Director of Parks and Recreation, shared the news with the Board that they had received preliminary approval for a \$75,000 grant for snowmaking as part of the Ragged Mountain Redevelopment Project. They would have three years to begin from the time the agreement is signed. The preliminary approval came from the State of Maine and he said that Federal approval for funds to be released is a formality once preliminary approval is granted.

Jeff also reported that preparation for the 22<sup>nd</sup> Annual US National Toboggan Championships was going more smoothly than ever. Over 425 teams representing about 1000 racers had registered, and several sponsorships had been received from area merchants. He said that ice on Hosmer Pond was over 12" thick; however for safety reasons they had decided to ban cars from driving on the ice this year. To ease parking congestion at the Snow Bowl, shuttles will run on both weekend days so that people can park in public lots in town and take a bus out to the Snow Bowl. Kuller was commended by the Board for the decision not to allow cars on the ice.

- c. Brian Hodges, Development Director for the Town of Camden, told the Board that the Midcoast Economic Development District administers a revolving loan program for small businesses that has been limited to the Brunswick area. This loan program will now be extended to cover the entire Midcoast Economic Development District. The expanded district now covers towns from Brunswick up through parts of Waldo County and includes our area of the midcoast. These IRP (Intermediary Relending Program) loans provide access to capital in amounts up to \$150,000 to small businesses to start or expand their business. The Board discussed various means of getting the word out to new and existing businesses regarding the availability of capital through this program.

There were no further public comments so the Chair opened the floor to board comments.

- a) Don White reminded everyone of two upcoming events to be held at the Camden Opera House: “100 Years of Broadway” would be shown Friday, February 10<sup>th</sup>, and on the weekend of February 17-19<sup>th</sup> the Camden Conference would take place.
- b) Morgan Laidlaw noted that the public meeting on the Downtown Master Plan had been successful and that valuable input had been gathered from over 80 attendees. Many good ideas were offered as citizens shared thoughts and opinions on what we need to make Camden thrive.

**3. Approval of Board Minutes**

*Don White made a motions seconded by Jim Heard to accept the minutes of the January 17<sup>th</sup> meeting as presented. The motion was unanimously approved.*

**4. Consent Agenda**

**a) Consideration of appointment of Peter Conover as an Alternate Member of the Parks and Recreation Committee**

*Morgan Laidlaw made a motion to appoint Peter Conover as an Alternate Member of the Parks and Recreation Committee for a term ending June 30, 2012. The motion was seconded by Don White and was unanimously approved.*

**5. Communications, Presentations, and Recognitions**

There were no recognitions scheduled for this meeting.

**6. Select Board Member Reports**

Don White told the Board that at the January 19<sup>th</sup> meeting of the Planning Board they had revisited the topic of the structure of the Comprehensive Planning Committee. Following some discussion they had voted to endorse a seven-member committee that would include two representatives from the Planning Board and one alternate, and five members of the community. A representative from the Select Board would serve as a non-voting liaison member. At the meeting the Planning Board had also addressed the topic of Mobile Food Vendors and had tabled the issue for discussion at a later date.

White had also attended the Feb. 2<sup>nd</sup> meeting of the Planning Board where a pre-application session had been held with Matt Tibbetts representing William Kirill, regarding their request to build a residential pier at Sherman’s Point. Prior to the February 2<sup>nd</sup> meeting, the Harbor Committee had approved the construction of the pier. Revisions to the application were suggested by the Planning Board and they will hold a site walk and public hearing on the date of their next meeting, February 16<sup>th</sup>. A zoning ordinance request regarding non-confirming use had also been discussed at this meeting. The request had been submitted by from Steve Laite who operates a garage on Union Street. Board members were sympathetic to businesses such as Laite’s which are currently not able to expand because they are non-confirming. The item was tabled for later discussion.

White said that earlier on February 7<sup>th</sup> he had attended a meeting of the Sign Subcommittee where directional parking signs and information kiosks were discussed. Kiosks had been proposed for Mechanic Street and the Public Landing. The group is discussing funding with the Town Manager and may approach the Planning Board and Select Board in the beginning of March.

Next White reported that 2012-2013 budget for the Camden Public Library had been approved at a recent meeting of the Library Board of Trustees. The Trustees announced that the Library has been awarded a \$1 million grant over five years from the Branta Foundation to be directed toward projects and services that might not otherwise be a priority. Also, longtime library employee Jared Leadbetter had left to accept a position with the Maine State Library.

The Cemetery Association had met on January 25<sup>th</sup>, White said, and a vote had been taken at the meeting in favor of replacing pillars at the Oak Hill Cemetery. Also the association had approved the budget for the coming year.

Lastly, at the Jan. 31<sup>st</sup> Camden Opera House Committee meeting, White reported that the Strategic Planning session report and mission statement items were tabled and that the committee had worked on a budget draft for FY2013.

Morgan Laidlaw updated the Board on the first full meeting of the Camden Conservation Commission which had taken place on January 25<sup>th</sup>. This had been a joint meeting with Lincolnville's Conservation Committee, and the group had discussed goals for their committee to address. They hope to become more visible in the community and to create and launch projects that are in line with the comprehensive plan. Another goal will be to establish outreach projects in local schools for the purpose of educating young people about the importance preserving the environment and conserving our natural resources.

James Heard had attended the Harbor Committee meeting where the pier on Sherman's Point was discussed and approved. He noted that working with Native American tribes would be part of the planning process to ensure that no sacred grounds would be disturbed.

Martin Cates said he had attended a joint meeting of REDAC and CEDAC that afternoon. In attendance were the Town Managers of Camden, Rockport and Damariscotta as well as the Chair of the Rockport Select Board, Bill Chapman. John Gibson of the Union Select Board also attended. Topics of discussion ranged from regional transportation to the availability of funds under the Temporary Assistance for Needy Families initiative. Regarding the latter, Pat Finnigan explained that federal welfare reform in the 1990s had placed a five-year limit on the period of time that families could receive assistance under this program. States are able to extend the length of time for families to qualify, and Maine has been doing this up until this point. However, the current administration has decided to begin imposing the five-year lifetime restriction for Maine families who receive this funding. Starting in June, the first families will be removed from eligibility for Temporary Assistance for Needy Families, and this will have an impact on our region. Cates added that some of the dollar figures reviewed at the meeting show that the economic impact to the midcoast will be substantial. The April meeting of the group will be held in Camden.

7. **Town Manager Report**

Pat Finnigan told the board that she is continuing her work on the budget. The public is invited to attend budget committee meetings which will be held every Thursday in March. She said she wants to communicate to the public that the staff is very sensitive to the current economic climate and the financial pressures resulting from it. With this in mind, they are making every effort to keep the budget as close as possible to what we currently have without losing ground on progress that has been made to date.

She also noted that the Toboggan National event needs volunteers, and that serving in this capacity is a great way to welcome visitors to our area.

Lastly, Pat said that the community meeting on the Downtown Master Plan had had a fantastic turnout and that details of the Plan are being updated on the Town website frequently. The Development Director is putting together a survey that can be filled out online, and hard copies of the survey will also be available at the Town Office.

## 8. **Old Business**

### **a) Request to establish a Comprehensive Planning Committee under Title 30-A § 4324(2) to review and update the Town's Comprehensive Plan**

Richard Householder, Planning Board member, spoke to the Board about the recommendations of the Planning Board with regard to the composition of the Comprehensive Planning Committee. The recommended structure would involve seven members: two members of the Planning Board to serve as regular members with one alternate from the Planning Board, and five volunteers from the community at large. A member of the Select Board would serve as a non-voting liaison. It is estimated that the work of the committee will take two years to complete. They have also requested that a paid recording secretary be made available to the committee.

The Planning Board has suggested that a number of smaller working groups be created to address specific goals and strategies within the Comprehensive Plan. The working groups would be comprised of staff, committee members and interested citizens. Householder said that it is estimated that the working groups would complete their work within one to two months. A goal had been established for the committee to complete the updated Comprehensive Plan within two years in time for the June, 2014 Town Meeting.

John French suggested that a cover letter be furnished to interested citizens, whether they were applying to participate as a member of the core committee or as part of one of the shorter-term working groups, outlining the time commitments involved and expectations for attendance.

Don White said he had heard from some members of the public who would like to see the Comprehensive Planning Committee be larger. He said he would like to find places for all applicants to work on the project if they are interested, which might be possible with a committee of 9 or 11 members.

Morgan Laidlaw noted the aggressive goal of having the project done in two years and asked if a larger group might make the process more difficult and cumbersome in meeting the 2014 timeframe for completion. Dick Householder said he thought a larger group would make the process more difficult. John French noted that while it is difficult for larger groups

to accomplish as much as smaller groups, there are many opportunities within the smaller work groups to be involved without the multi-year commitment. James Heard said he agreed with John, that larger committees seem to be less successful than the smaller ones, and that he felt that the proposed size of seven members is appropriate.

Martin Cates asked about the twelve topics that had been identified as content for work groups to address. Householder said that a time period of one to six months is realistic for the smaller groups to finish their work, depending upon the subject matter and level of detail involved. Cates said that as long as active sub-groups were available where people could contribute their ideas and expertise, he felt comfortable with the proposed structure.

Don White asked about the process of appointing applicants to the core committee and the working groups. Cates responded that the standard committee process would be followed in this case, and applications would be collected at the Town Office. Morgan Laidlaw suggested that committee members reach out to citizens with expertise to work as part of the shorter-term groups.

The nature of the Select Board liaison to the Comprehensive Planning Committee was discussed. It was agreed that a Select Board member would attend the committee's meetings, though it may not always be the same individual representing the Select Board.

*Don White made a motion to establish a Comprehensive Planning Committee composed of seven members from the applications that come forward, to be reviewed and appointed by the Select Board; and that the Select Board appoint work groups on an as-needed basis to work with the Comprehensive Planning Committee on specific topics which must be included in the Comprehensive Plan; that Planning Board members Richard Householder and Lowrie Sargent be appointed as members of the committee, with Jan MacKinnon as alternate; and that a paid recording secretary be made available to the committee. John French seconded the motion. The motion was unanimously approved.*

9. **New Business**

**a) Authorize the Town Manager to enter into a contract with Gartley & Dorsky Engineering to perform surveying and engineering services to design a sidewalk on Route 105 (Washington St)**

Brian Hodges, Development Director for Camden, recapped the process that had been started in June 2010 when the Town, in collaboration with the Pathways Committee, applied for a grant through MDOT's Quality Community Program to help fund the design and construction of a sidewalk from Matthew John Street to Shirttail Park. MDOT had approved the project and will fund approximately 90% of the project with the Town funding the remainder. The local match was previously approved by the Select Board, and \$32,528 has been set aside in the Washington Street Sidewalk Reserve Account. Hodges said that the total project cost including pre-engineering, design work, and construction would total \$319,950. The project is considered a Locally Administered Project or LAP.

Hodges said that the Town had issued a request for qualifications and had received proposals from three firms. The Review Team, consisting of Hodges, Public Works Director Rick Seibel, and Jane Self of the Pathways Committee had reviewed the submissions. They

have unanimously recommended the firm of Gartley and Dorsky, which was rated the highest on all of the criteria.

Hodges said that the project uses primarily federal funds and would be done in two phases, the first being the preliminary design and engineering work, and the second phase being the actual construction. He added that March 29, 2013 would be the date for deliverables in preparation for the phase of construction. Construction would begin between July and September of 2013, he said.

*John French made a motion to authorize the Town Manager to sign a contract with Gartley and Dorsky to do the preliminary design of the Shirttail Park sidewalk extension. Morgan Laidlaw seconded the motion and it was unanimously approved.*

**b) Nomination of Executive Committee member to the Mid-Coast Regional Planning Commission**

Pat Finnigan said that she feels our town should take a more active role in the Mid-Coast Regional Planning Commission (MCRPC), which is the regional planning commission for Knox and Waldo Counties. There are currently openings on the commission. She said she is willing to be nominated, or that an elected official could be nominated, to serve on the MCRPC Executive Committee. The Committee meets six times per year during the evening. She noted that the meeting times would not interfere with other work that she has scheduled in the evenings.

*John French made a motion to nominate Patricia Finnigan or her designee to serve on the Executive Committee of the Mid-Coast Regional Planning Commission. Morgan Laidlaw seconded the motion and it was approved unanimously.*

**c) Request to abate property taxes on the following properties acquired by the Town due to non-payment of taxes:**

- 1) 178 Chestnut Street in the amount of \$427.79 (.04 acre Map/Lot 232-008)
- 2) 0 Belfast Road in the amount of \$1,698.05 (11.3 acres Map/Lot 135-001)

Pat Finnigan explained that neither of these properties is developable and requested that the Select Board abate the taxes in order to remove the liens.

*John French made a motion to abate the taxes on 178 Chestnut Street in the amount of \$427.79 and on 0 Belfast Road in the amount of \$1,698.05. James Heard seconded the motion and it was unanimously approved.*

Staff was asked by the Select Board to contact the abutters to see if there is an interest in acquiring these properties.

**d) Approval of Dance at Knox Mill for the US National Championships on Saturday, February 11, 2012 from 7:00 pm to 10:00 pm.**

*Don White made a motion to accept item (d) as presented. The motion was seconded by Morgan Laidlaw and was unanimously approved.*

10. **Select Board Closing Comments**

There were no closing comments.

11. **Executive Session**

*John French made a motion to go into executive session to discuss real estate transactions in accordance with Title 5, section 4056 subsection 6(c). Don White seconded this motion. The motion passed unanimously and the board went into executive session at 8:22pm.*

The Board came out of executive session at approximately 8:45 p.m. Don White made a motion to adjourn to adjourn. James Heard seconded the motion which passed unanimously.

Respectfully submitted,

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Karen Brace  
Recording Secretary